

**SUMMARY OF THE  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
JUNE 13, 2001**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, June 13, 2001, at 11:00 a.m. The meeting was led by its chair, Dr. Kenneth Jackson of the New York State Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to address items of importance as identified in the committee's previously distributed agenda.*

**INTRODUCTION**

Dr. Jackson began the meeting with a roll call of attendees and reviewed the minutes from the Seventh NELAC Annual Meeting (NELAC 7). The minutes were amended and approved as amended.

At the committee's request, Dr. Jackson will continue as the committee chair for 2001 - 2002.

**AGENDA ITEMS**

**Nomination**

The committee discussed the nomination of Mr. Clifford Annis. It was voted unanimously to have him appointed to the committee as a contributor. Dr. Jackson will notify Mr. Annis of this outcome and will request the NELAC Chair to make the appointment.

**Plans for the Next Six Months**

Committee Responsibilities

Ms. Elaine Sorbet will assume responsibility for the Glossary, Dr. Jackson will coordinate development of the tables of technologies and methods, and Mr. Art Burton will take the lead on development of a standard on a Data Integrity Program.

Analyte Groups

Development of analyte groups: producing a list of analytes that must be present in a group is difficult, because the National Environmental Laboratory Accreditation Program (NELAP) accrediting authorities are not consistent in the analytes they accredit under a given method. It was agreed that close coordination with the Proficiency Testing (PT) committee will be necessary, since the NELAC standard now specifies proficiency testing by analyte group in some cases. Dr. Jackson will contact the PT Chair to determine their status and will report back to the committee at the next teleconference.

### Technology/Method Tables

Dr. Jackson will contact Mr. Chuck Wibby, who had indicated that he had material that would help with the further development of these tables. It was also noted that preparation/cleanup methods should be included in the tables. It is the aim of the committee to develop draft tables, circulate them to the NELAP accrediting authorities for comment, and revise them as needed prior to their presentation for discussion at the Seventh NELAC Interim Meeting (NELAC 7i).

### Data Integrity Program

Mr. Burton informed the committee of next week's teleconference of the Data Integrity Task Force. It is that group's intention to develop draft wording for a NELAC standard that would require laboratories to have a data integrity program in place. It will be necessary to decide how much language should be in Chapter 1, and how much in other chapters (e.g., Chapter 5). Data integrity will be an agenda item on future Program Policy and Structure teleconferences so that Mr. Burton can report on the progress of the task force.

### **FUTURE TELECONFERENCES**

Teleconferences for the remainder of the year are scheduled every other Wednesday (11:00 – 12:30 Eastern time). Since there are new committee members, Dr. Jackson will circulate the schedule to the committee to determine if anyone has conflicts with the dates and times. Meanwhile, the next teleconference has been scheduled tentatively for June 27, 2001.

### **ADJOURNMENT**

There being no other business, the meeting was adjourned at 12:00 p.m.

**ACTION ITEMS**  
**PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING**  
**JUNE 13, 2001**

| <b>Item No.</b> | <b>Action</b>   | <b>Date to be Completed</b> |
|-----------------|---|-----------------------------|
| 1.              | Dr. Jackson will notify Mr. Annis of nomination as a contributor to the committee and will request the NELAC Chair to make the appointment. |                             |
| 2.              | Dr. Jackson will contact the PT Chair to determine status of analyte groups.  |                             |
| 3.              | Dr. Jackson will contact Chuck Wibby for material for Technology/Method tables.   |                             |
| 4.              | Dr. Jackson will circulate teleconference schedule to committee members.  |                             |

**PARTICIPANTS**  
**PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING**  
**MAY 23, 2001**

| <b>Name</b>                 | <b>Affiliation</b>                               | <b>Address</b>   |
|-----------------------------|--|--|
| Jackson, Kenneth      Chair | New York State Dept. of Health                   | T: (518)485-5570<br>F: (518)485-5568<br>E: jackson@wadsworth.org             |
| Aiello, Joseph              | New Jersey Dept. of Environmental Protection-OQA | T: (609)633-3950<br>F: (609)777-1774<br>E: jaiello@dep.state.nj.us           |
| Autry, Lara<br>(absent)     | USEPA/OAQPS                                      | T: (919)541-5544<br>F: (919)541-2357<br>E: autry.lara@epa.gov                |
| Burton, Arthur              | Sequoia Analytical Laboratory                    | T: (408)782-8167<br>F: (408)782-6308<br>E: aburton@sequoialabs.com           |
| Eaton, Andrew               | Montgomery-Watson Laboratories                   | T: (626)568-6425<br>F: (626)568-6324<br>E: andrew.eaton@mw.com               |
| Giesler, Barbara            | New Mexico Environment Dept (NMED)               | T: (505)827-0152<br>F: (505)827-0160<br>E: barbara_giesler@nmenv.state.nm.us |
| Hogan, Mary Ann             | Crystal Clear Ltd.                               | T: (302)655-8659<br>F: (302)655-8519<br>E: mahogan@home.com                  |
| Rosecrance, Ann<br>(absent) | Core Laboratories                                | T: (713)328-2209<br>F: (713)328-2157<br>E: arosecrance@corelab.com           |
| Sorbet, Elaine              | Louisiana Dept. of Environmental Quality         | T: (225)765-2406<br>F: (225)765-2408<br>E: elaines@deq.state.la.us           |